

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

DIRECTIVE
NUMBER 30-13

13 April 1999

PERSONNEL

Overseas Dependents Education in USEUCOM

1. **Summary.** This directive prescribes procedures and assign responsibilities for the establishment and functioning of the dependents schools council in the United States European Command (USEUCOM) and CINCEUR policy regarding community/schools interrelationships in USEUCOM as regards to Department of Defense Dependents Schools. It applies to military commanders in USEUCOM who have support responsibilities for Department of Defense Dependents Schools and to Director of the Department of Defense Education Activity (DoDEA) schools within the USEUCOM area of responsibility.
2. **Applicability.** This Directive applies to all agencies concerned with Dependent Education within the European Theater.
3. **Internal Control Systems.** This Directive contains no internal control provisions and is not subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
4. **Suggested Improvements.** The proponent for this Directive is the Policy/Personnel Programs Branch, Operations and Policy Division, Manpower, Personnel and Administration Directorate, suggested improvements should be forwarded to HQ USEUCOM/ECJ1-OP, Unit 30400, Box 1000, APO AE 09128.
5. **References.**
 - a. Public Law 95-561, Defense Dependents' Education Act of 1978, as amended.
 - b. DoD Directive 1342.6, Department of Defense Dependents Schools (DoDDS), 17 October 1978.
 - c. DoD Instruction 1342.15, Local Educational Advisory Committees and Councils, 27 March 1978.
 - d. USCINCEUR Policy Letter Number 98-04 (Dependent Education), dated 13 Jul 1998

6. **Explanation of Terms.**

a. Advisory Council on Dependents Education (ACDE). The national level (DoDEA wide) advisory council established by reference 2a.

b. Dependents Education Council (DEC). The national education (DoD wide) council established by reference 2b.

c. Department of Defense Dependents Schools (DoDDS). See reference 2b.

d. European Schools Council (ESC). The theater education council for dependents schools matters in the European theater as defined in DoDI 1342.15.

e. Component Command Advisory Council (CCAC). A council that reviews issues to facilitate resolution of regional issues as defined in DoDI 1342.15.

f. Installation Advisory Committee (IAC). A committee that advises the installation commander on dependent education issues as defined in 1342.15.

g. School Advisory Committee (SAC). An elected committee of parents and educators that advises the principal on matters within the jurisdiction of the school and forwards unresolved issues to the IAC as defined in DoDI 1342.15.

7. **General Responsibilities.**

a. The Director, Department of Defense Education Activity (DoDEA) is responsible for providing a quality education from kindergarten through grade 12 for eligible minor dependents of U.S. military and civilian personnel of the Department of Defense stationed overseas. The DoDDS, European Area Superintendent is responsible for implementing and maintaining educational programs for eligible students within USEUCOM AOR. District Superintendents and school principals should ensure all provisions of DoDI 1342.15 are fully implemented and complied with at all DoD Dependents Schools within the USEUCOM theater or as supplemented by this directive.

b. Military Departments and Commanders are responsible for providing services, facilities, and logistical support for dependents schools in accordance with applicable directives and interservice support agreements. Military commanders will establish school councils to assist them in discharging responsibilities for providing support to dependent schools. Commanders at all levels will ensure all provisions of DoDI 1342.15 are fully implemented and complied with on all installations that have DoD Dependents Schools or as supplemented by this directive.

c. Local educational advisory committees shall be formed and will function at each DoD Dependents School within the USEUCOM theater and be in full compliance with reference 2c or as supplemented by this directive. The school principal, installation commander, installation

schools officer, and other interested parties should attend and actively participate in committee meetings. School and community leaders should energize community participation, be responsible to the needs of parents and students, and work together to resolve issues at the lowest level.

8. **European Schools Council (ESC) Responsibilities.** The council is established by USCINCEUR. The ESC consists of two bodies. The first is the European Schools Council, made up of general/flag officers from each component, SHAPE/NATO, HQ EUCOM and the DoDDS Europe Area Superintendent. The second is the European Schools Council Working Group, consisting of O-6's from the same organizations and the DoDDS Europe Area Superintendent. The ESC Working Group will meet as necessary to prepare educational policies and recommendations for the ESC. The ESC will meet at least twice yearly to approve policies necessary for the successful operations of dependent schools within the European Theater.

a. **USEUCOM.** Headquarters, United States European Command, Chief of Staff will schedule and contact ESCs. In addition, the Director, J1, HQ USEUCOM, is responsible for the scheduling the ESC Working Group. The Director, J1 will:

(1) Appoint a staff representative to act as Executive Secretary of both bodies of the ESC with responsibilities for ESC administration.

(2) Convene both bodies of the ESC as scheduled in paragraph 10 or as required.

(3) Solicit agenda topics for meetings and publish agenda items prior to meeting.

(4) Host meetings and provide staff resource as required for conduct of ESC.

(5) Prepare and distribute minutes of meetings to the membership of ESC.

(6) Approve and distribute any other communication relating to Council activities.

(7) Advise the ASD (FMP); Director, DoDEA; DEC; or ACDE, as appropriate, on matters of concern.

(8) Review component commanders' summaries and furnish an analysis of the summaries to the Joint Chiefs of Staff and the Director, DoDEA, by August 15 of each year. A copy of the analysis shall also be furnished to the Military Departments, other theater commanders, and the DoDDS Area Superintendent.

b. **USEUCOM COMPONENTS.**

(1) Attend or be represented at ESC and ESC Working Group meetings.

(2) Recommend agenda topics.

(3) Host meetings and provide staff resources, as required, for the conduct of meetings.

(4) Provide updates and be prepared to discuss topics germane to the operations of dependent schools within their command or of interest to the council.

(5) Each component commander shall review all IAC reports and furnish a copy of each report as well as a summary of the reports to the theater commander (ECJ1) by 15 July each year. A copy of the summary report shall also be provided to the other component commanders, the DoDDS Area Superintendent, and the responsible district superintendent.

c. DoDDS-European Area Superintendent will:

(1) Attend or be represented at all ESC and ESC Working Group meetings.

(2) Recommend agenda topics.

(3) Host meetings and provide staff resources, as required, for the conduct of meetings.

(4) Be prepared to discuss topics entered on the agenda, as well as any other topics germane to the operation of dependent schools of interest to the council.

(5) Provide updates on educational programs, school staffing and important events throughout the year.

(6) Provide briefings/discussions on significant ongoing programs within the DoDDS system.

d. Chief, DoDDS European Area Service Center will:

(1) Attend or be represented at all ESC Working Group meetings.

(2) Recommend agenda topics.

(3) Be prepared to discuss topics entered on the agenda, as well as any other topics germane to the operation of dependent schools within his area of interest to the council.

(4) Provide updates of budget matters, availability of supplies and equipment, school bus issues, and the MILCON program.

e. Commander, AAFES-Europe will:

(1) Attend or be represented at meetings as requested.

(2) Provide updates on the school lunch program as well as other AAFES-EUR interfaces with DoDDS operations.

9. Composition of European Schools Council.**a. The European Schools Council:**

- (1) The HQ USEUCOM Chief of Staff will chair.
- (2) Voting members will include:
 - (a) USAREUR Deputy Commanding General or representative.
 - (b) USNAVEUR DCINC or representative.
 - (c) USAFE Vice Commander or representative.
 - (d) USMARFOREUR Commander or representative.
 - (e) SHAPE/NATO General Officer or representative.
 - (f) DoDDS European Area Superintendent.
- (3) Non voting members will include:
 - (a) Executive Secretary, ESC.
 - (b) Chief, DoDDS European Area Service Center representative, as requested.
 - (c) Commander, AAFES Europe representative, as requested.
- (4) Others as specified on an ad hoc basis (non voting).

b. The European Schools Council Working Group:

- (1) The Chair will be the HQ USEUCOM ECJ1.
- (2) Voting members will include:
 - (a) USAREUR/ADCSPER representative.
 - (b) USNAVEUR/N1 representative.
 - (c) USAFE/DP representative.
 - (d) USMARFOREUR CoS or G1 representative.

- (e) SHAPE/NATO representative.
 - (f) DoDDS European Area Superintendent.
 - (g) DoDDS European Area Service Center, Chief.
- (3) Non voting members will include:
- (a) Executive Secretary, ESC.
 - (b) Commander, AAFES Europe representative as requested.
- (4) Others as specified on an ad hoc basis (non voting).

10. **Procedures of European Schools Council.**

a. The ESC and ESC Working Group meetings will be conducted as executive sessions at least twice yearly during the school year. The president or any voting member may call more frequent or special meetings. Attendance will be limited to the membership and invited guests. Meetings may include school visits and parent forums.

b. The European Schools Council will receive and consider matters of concern brought forward as agenda items, evaluate and resolve those matters appropriate to its level of responsibility, and refer matters beyond its authority and responsibility to the appropriate level. The ESC working Group will refer to the ESC and ESC will refer to the DEC, ACDE, DoDEA, or ASD (FM&P).

c. TDY costs to include travel, housing, and subsistence for attendees will be the responsibility of the parent organization.

d. The organization hosting the ESC meeting will be responsible for providing audio-visual aids, reservations of required facilities, stenographic support, and limited transportation.

11. **Component Command Advisory Councils (CCAC) Responsibilities.** A council will be established to review IAC recommendations and to facilitate the resolution of issues. Membership shall include DoDDS administrators as well as commanders. The CCAC shall meet at least two times a year. Unresolved issues will be forwarded to the ESC.

12. **Installation Advisory Committee (IAC) Responsibilities.** The composition of the IAC, in the European Theater, is other than specified in DoDI 1342.15. The primary difference is with the chairperson. Co-chairs are now required within EUCOM. The installation commander and a principal chosen by the responsible district superintendent will co-chair the IAC and will be voting members. When only one school is operated on a military installation, members of the SAC will also function as the IAC members and be co-chaired by the installation commander and a principal chosen by the district superintendent. When two or more schools are operated on a military

installation, in addition to the co-chairs and the schools liaison officer (non-voting), the voting members will consist of an equal number of representatives, one parent and one professional school employee, elected from each SAC. IACS will meet at least 4 times per year. The schools liaison officer will submit all unresolved issues to the CACC and EUCom ECJ1 according to the format and instructions contained in Appendix A.

13. **School Advisory Committee (SAC) Responsibilities.** The SAC will operate IAW DoDI 1342.15 and meet at least 4 times per year with the following exceptions:

a. When only one school is operated on a military installation, the SAC will serve as both the SAC and IAC, with requisite responsibilities and composition of each.

b. In addition to the normal processing of unresolved issues, the schools liaison officer will submit all unresolved issues to the IAC. The format for submission is contained in Appendix A. Appendix B is a chart depicting the change and Appendix C shows the information flow to insure all agencies are kept abreast of issues.

14. **Medical Coverage for School Sporting Competitions.** The ESC decided, at their 27 Aug 98 meeting, that the following minimum support would be provided for competitive games:

a. Collision sports (football, wrestling, and soccer). There will be on-site medical personnel at every competitive game and the capability to contact an ambulance as required.

b. Non-collision sports (basketball, golf, cross-country, volleyball, tennis, track & field, and softball). A designated person with a cellular phone or other device and emergency numbers will be present.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

MICHAEL A. CANAVAN
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

DISTRIBUTION:
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APPENDIX A

SAMPLE Issue Reporting Format

When Required: Required for every issue that has been voted on by a majority of School Advisory Committee (SAC) members or when the SAC cannot reach consensus and the issue cannot be resolved at the school level.

Reporting Requirements: Each SAC will report all unresolved issues to the Installation Advisory Committee (IAC). The IAC (via the Liaison Schools Officer) will report unresolved issues to the Component Command Advisory Council (CCAC) and to HQ USEUCOM ECJ1 via E-MAIL to **Error! Bookmark not defined..** Issues generated above the SAC level will also be reported to the same EMAIL address. This reporting requirement will ensure all unresolved issues will be monitored until resolution.

Tracking Number:

* **SAC or IAC:** The tracking number is issued by Liaison Schools Officer once voted on by majority or when SAC cannot reach consensus (tie). The tracking number is created by using the first three letters of the school name + level (i.e. H - High School, M - Middleschool, E - Elementary) + school year + sequence number (i.e. Third issue in school year 98-99 from IAC number 005 at Patch High School. The tracking number would be PAT-H-98/99-003).

* **Component or ESC:** The tracking number will be issued by organization submitting using the same formula as above except instead of using the first three letters of school name use one of the following: AR - Army, AF - Airforce, NV - Navy, MC - Marine Corps, ES - European School Council, or EWG - European Schools Council Working Group (i.e. First issue in school year 98-99 for Army. The tracking number would be AR-98/99-001).

Originator:

(SAC; IAC; AR; ES...)

School:

Complete School Name i.e. Patch Elementary or Patch High School

Issue Category:

C - Curriculum; P - Policy; F - Facility; R - Resources; E - Extra Curricular/Sports; O - Other

District (2 letter Abbreviation):

BR - Brussels; HE - Hessen; HI - Heidelberg; IT - Italy; KT - K-Town;
UK - United Kingdom; TU - Turkey; WU - Wuerzburg

Component (A - Army; F - Airforce; N - Navy; M - Marine Corps):

DATE (m/d/yy):

Issue (One Sentence):

Discussion:

Alternatives:

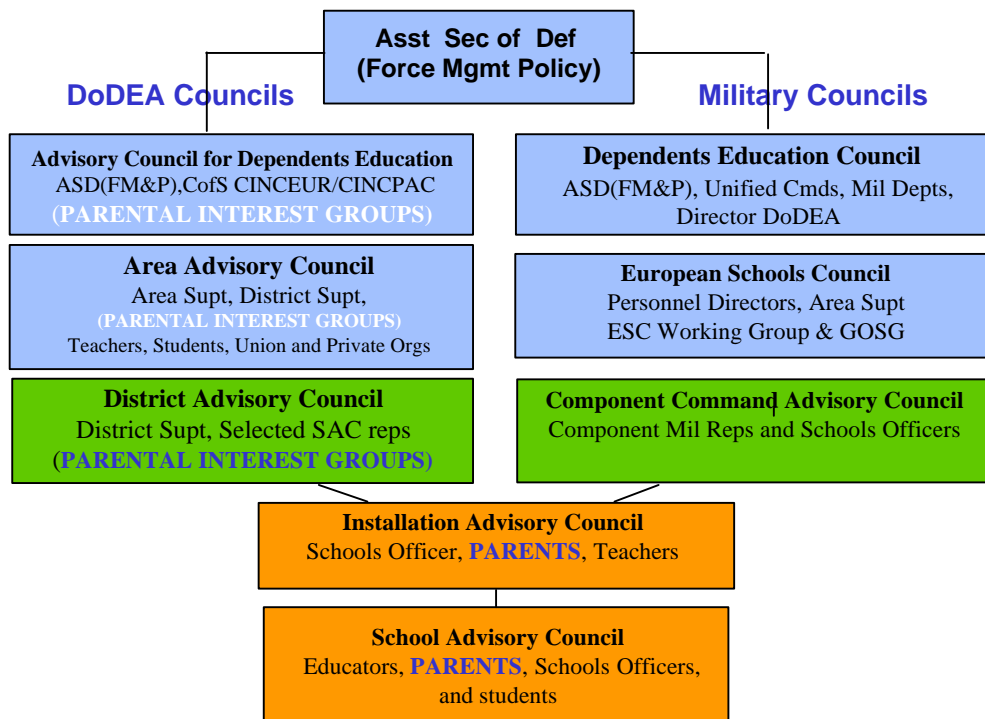
Summary/Recommendation:

SAC will send unresolved issues to the IAC and if the IAC is not able to resolve the issue the liaison Schools Officer will forward to the CCAC, DAC, and via E-MAIL to tracking@hq.eucom.mil

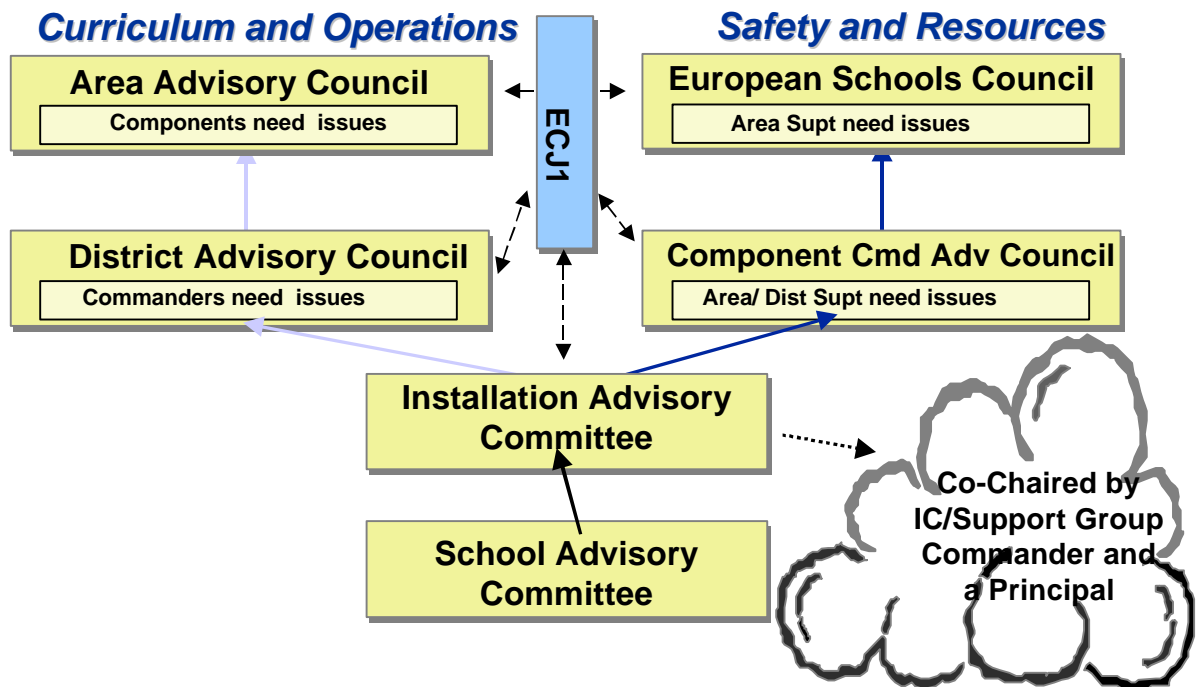
13 April 1999

ED 30-13

A-1



Routing of Unresolved Issues



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